

**ACCOUNTING ASSISTANT
FINANCE DEPARTMENT
30 hrs. per week 11:30 – 5:30 M-F**

SALARY RANGE: \$17.78 - \$23.83 per hour

CLOSING DATE: September 8, 2015

ABOUT THE JOB: This is a specialized role for the Accounting Assistant providing Passport Agent services on behalf of the U.S. Department of State. The Passport Agent receives and processes new and renewal passport applications for a diverse group of customers wishing to travel outside the United States. The position requires an out-going and flexible personality with a high level of customer service and organizational skills. While the handling of passport applications is a rule-bound process, each transaction may offer unique challenges as to family composition, authenticity of documentation and travel timeline demands. The Passport Agent operates without direct supervision so confidence in their knowledge of procedures and best practices is required. The Passport Agent may occasionally provide other accounting assistance with the Finance Department, as needed.

TO QUALIFY: Requires a high school diploma or GED and two years of bookkeeping or accounting experience.

Requires knowledge of bookkeeping principles and practices, modern office procedures, business math; skill to operate office equipment, calculator; ability to perform calculations, compilations and review of numeric data, understand written and verbal instructions, use programs in the Microsoft Office Suite, communicate effectively verbally and in writing, establish and maintain effective working relationships with co-workers and the public.

U. S. Citizenship is required. Bi-lingual (any language) skills are desirable.

HOW TO APPLY: All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at www.BeavertonOregon.gov.

VETERANS PREFERENCE: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your application and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.